

FACILITY RENTAL AGREEMENT

Optimist of Paris Hall - 2 Elm Street, Paris ON

RENTAL FEE STRUCTURE*

Group	Monday - Thursday	Friday, Saturday, Sunday and Holidays
Standard Rate	\$100.00	\$150.00
Optimist member	\$50.00	\$75.00
Other service club	\$50.00	\$75.00

*The board may consider rental reduction (e.g. monthly rate) for not for profit groups relating to youth or community functions and their sole discretion. Funds from rentals are used to support local youth and operations.

Hall capacity is 52. Please note: Recommended capacity for events serving food or using multiple tables is approximately 28.

At the time of application a \$100 deposit for the hall is required. The rental balance is due 14 days prior to the event. Both shall be remitted to the Paris Optimists by cheque or e-transfer to optimist.alexfaux@gmail.com with 'Hall Rental' and date of event in the message. A fee of \$50.00 will be charged for lost keys.

Kitchen facilities are provided with all rentals. Use of the barbeque requires an additional \$50.00 deposit at time of booking (\$25.00 for members). A flat fee of \$25 will be charged to cover the cost of propane. If the barbeque is returned in good clean condition \$25.00 of deposit will be refunded by the treasurer. Please Note: The Kitchen and BBQ are not licensed for commercial sales and are to be used for private functions only. Any issues that arise from use of either or both are the sole responsibility of the Lessee(s) and the Paris Optimists shall not be held liable in any way.

Tables and chairs are available for use and must be returned to their original setup upon completion of the rental. The facility is to be left in the same condition as it was prior to use, including cleanup of the kitchen and washrooms, and removal of all personal items.

Cancellations - Banquet Hall Rentals

- Rentals will be permitted to cancel if notice is received 14 days or prior to the rental date. Any fee paid, less a \$25 cancellation fee, will be refunded.
- Should written notice be received less than 14 days, any fee, or portion thereof, will be refunded at the discretion of the Board.

Cancellation Procedure

- The renter shall submit in writing a cancellation request.
- The Facility Booking staff shall attempt to reschedule the event and amend the permit.
- The applicable cancellation fee will be applied and the refund request issued.
- Cancellation of a contract, in whole or in part, that includes a series of bookings and which does not meet the cancellation and refund criteria established in this policy must be approved by the Optimist Board of Directors. A cancellation fee will be applied at the discretion of the Board.
- The Treasurer will issue any approved refund by cheque.

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Requirements of the rental agreement

1. Renter must be a minimum of 18 years of age and must be in attendance for the entire event.
2. Any event serving alcohol must have an appropriate liquor license and complete the [County of Brant Special Terms and Conditions - Service of Alcoholic Beverages](#) in addition to the rental agreement.
3. The renter shall submit set-up diagrams to the facility and should contact the facility manager/supervisor to make an appointment to review the set-up requirements if necessary.
4. Rental times include set-up and take-down period. Should these times be overstayed, extra charges may apply. The renter may have a representative on site that will check in periodically with the permit holder. Clean up time of 2 hours will be allowed after each function.
5. The renter agrees to take all reasonable steps to ensure that the event is carried on in a safe and orderly manner and to ensure the safety of all people attending or working at the event. The renter shall ensure the entry doors to the facility are monitored by event staff or volunteers.
6. Non-licensed gambling or gaming activities are not permitted as per the AGCO (e.g. Raffles, 50/50 Draws, Crown and Anchor, arms length of tickets). A license is required if you are selling raffle tickets to see if you have the lucky number to win a prize. Rental groups are not allowed to do any type of game and/or draw that would involve handing out, giving away and/or displaying alcohol as a prize. The only acceptable alcohol giveaway is gift cards for this type of draw prize. Examples of activities that are permitted include; Silent Auction, Trivia Contest, Loonie Toss, Hockey Shot, Guess Amount in Jar, Hole in One Putting.
7. The renter agrees to place all garbage/recycling in the bags or containers provided and to clear tables, chairs, counters and floors of debris at the completion of the rental. Optimists staff will be responsible for sweeping and mopping the floor, garbage removal and cleaning tables prior to and after the rental.
8. The Paris Optimists assumes no responsibility for personal injury or damage or for lost or stolen articles of permit holders, or anyone attending the function.
9. Failure to comply with the Facility Rental Agreement may result in the event being shut down and loss of future use privileges of the facilities.
10. The renter shall not suspend items from the ceiling, including piñatas. Only free standing or table top decorations may be used.
11. The renter shall not decorate the facility unless they have prior approval by the Facility Manager/Supervisor and/or their designate. Helium balloons are only permitted if pre-arranged by the Facility Manager/Supervisor. Suction cups, magnetic clips, and green painters tape may be used. The renter may not use tacks, screws and other tape to affix objects to walls, windows, floors, doors, tables, chairs and ceilings and may not use tape on the floors. The renter must remove all decorations and adhesive materials at the end of the event.
12. Candles are permitted if they are used on a birthday cake or fully enclosed in a non-flammable container such as a hurricane glass. The renter shall ensure that candles are not left unattended and are safely disposed of.

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13. The renter shall not use any special apparatus such as, but not limited to; smoke machines, bouncing castles, tents, and scissor lifts/skyjacks, etc. without the prior approval of the Facility Manager/Supervisor. Any additional requirements for the use of such apparatus (e.g. insurance, CSA approval, building permits) must be agreed upon and followed by the renter.
 14. The renter shall not play music, whether recorded or performed after 1:00 a.m. and shall ensure the facility is cleared of guests by 1:30 a.m., with the exception of event organizers who are permitted to remain for clean up purposes until 2:00 a.m., after which time additional hourly rates may be applied. Exception for New Year's Eve, where alcohol may be served to 1:00 a.m. and removed from the facility by 1:45 a.m., in accordance with the requirements of the Special Occasion Permit.
 15. The renter shall ensure that all material/supplies are removed from the facility at the end of the rental or arrange this with the applicable Facility Manager/Supervisor for an appropriate alternate time.
 16. The renter shall ensure that the use of rice, confetti, decorative sparkles or glitter is not permitted in the facility.
 17. The renter is responsible for paying any damages to property, buildings, furnishings, supplies or equipment.
 18. All renters are responsible to ensure its organization adheres to the County of Brant Respect & Responsibility Policy.
- ❖ The renter shall comply with the facility's Fire Safety Plan as follows:
- Make note of all locations of Fire Pull stations and Fire Extinguishers.
 - Make note of all fire exits. DO NOT BLOCK EXITS. All exits must be kept clear at all times. Fire regulation clearance is 3'6" for all doors.
 - Prior to the start of your event, inform occupants/guests that in the event of a fire, they must evacuate from the nearest exit to the designated safe area and remain on site until otherwise directed by the Fire Department.

The Smoke Free Ontario Act designates all municipal buildings as smoke free. The renter shall ensure that smoking in the facility is not permitted. Persons cannot smoke or vape on the outdoor grounds of a community facility and any public areas within 20 meters of its grounds. A community facility is an enclosed public place or enclosed workplace that offers athletic and recreational programs to the local community and is owned or operated by: a not-for-profit corporation - an organization registered as a charity - the province - a municipality

The designated smoking area is outside the perimeter of the property. Please move to this area to smoke or vape. Enforcement is conducted by the Brant County Health Unit. A person who contravenes a provision of the Smoke-Free Act is guilty of an offense and on conviction is liable to a fine.

Depending on circumstances, the County may require the group/organization/individual to engage paid security or take other agreed-upon action to ensure appropriate security for the duration of a scheduled event.

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The Renter agrees to observe, comply with, keep and enforce all applicable laws and regulations, all insurance and related documents, and all rules, regulations and by-laws of the County of Brant, its Police and Fire Departments, and of any other Department of the County, Provincial or Federal, but not limited to, matters affecting sanitation, health, fire prevention, safety, noise and crowd control.

Date of Event: ____ day of _____, 20__.

Time period requested _____ (am/pm) until _____ (am/pm)

For multiple rental dates please indicate preferred dates and times

Dates _____ *Time* _____

I, _____, Representing _____

Print name

Name of group, organization

have read and agree to rent the Facility on the Date and Time indicated for the intended purposes as described in this agreement, and ensure compliance with the Terms and Conditions contained herein and attached hereto.

Date: ____ day of _____ 20__.

Signature of Renter

email address

Phone Number

Address

Authorization of Agreement

Signature of Optimist Representative

Date: ____ day of _____ 20__.

Rental amount \$ _____

Date received _____ Paid By: Cash ☐ - e transfer ☐ - Chq # _____

Received by _____

Rental and Emergency contact: Alex Faux 519-802-6709 - optimist.alexfaux@gmail.com

Confirmation and receipt will be issued by email upon receipt of deposit